

## **Montanan Breast and Cervical Health Program Instructions for “Reverse Invoice”**

Supporting documentation for payment, titled “Payment Summary” will be sent by confidential fax or mail to the MBCHP administrative site coordinator within three business days of the end of each quarter. The administrative site has five business days to review and approve or resolve the Payment Summary. A final INVOICE titled “Contractor Invoice Payment Approval” will be sent to the administrative site when the Payment Summary is signed and dated by the administrative site coordinator OR the contract liaison.

**A. If the Payment Summary is COMPLETE and ACCURATE:**

- The administrative site coordinator or contract liaison will sign and date the signature plate.
- If transportation expense was incurred for case management, add the amount to the Payment Summary.
- Return the entire document to the MBCHP state office by confidential fax or mail.
- You will receive the Contractor Invoice Payment Approval by fax or mail signed by the MBCHP program manager.
- Timely reimbursement is contingent on your Quarterly Administrative Site report being submitted and approved by the MBCHP.

**B. If the Payment Summary is NOT COMPLETE or is INACCURATE:**

- Write the corrections on the Payment Summary.
- Return the corrected Payment Summary to the MBCHP state office. Mark the first page “corrected”. Do not sign or initial the last page.
- Please note;
  - clients may not be on the invoice IF the:
    - screening cycle is pending.
    - client’s abnormal forms have not been submitted.
    - case is not eligible for case management.
    - client was paid in a previous cycle.
    - forms were submitted the last five days of the quarter.
    - data entry was incorrect.
- If transportation expense was incurred for case management, add the amount.
- The MBCHP will review the suggested corrections, and return your document with explanation.
- A corrected Payment Summary will be sent to you for your signature.
- You will receive the Contractor Invoice Payment Approval signed by the MBCHP program manager.
- Timely reimbursement is contingent on your Quarterly Administrative Site report being submitted and approved by the MBCHP.